

What Records are Available?

ALL Arizona Death Certificates are available for issuance to eligible applicants.

We offer same day service for eligible applicants requesting certified copies from all 4 of our locations

Applying in Person

At our office, please be prepared to:

1. Complete and sign an Application
2. Provide your current and valid government issued photo ID with your signature or have your Application notarized
3. Provide any additional factual documentation to prove relationship and or legal interest as required
4. Include the appropriate fee
5. Be certain to sign your Application, provide a reliable phone number

We will not be able to provide you same day service for ineligible applicants or for applicants who do not have a valid government photo ID.

All notarized Application requests, once fulfilled, must be mailed to the applicant to the address indicated on the Application. This is a state requirement.

An applicant presenting documents from a foreign country as proof of relationship or legal interest must provide certified copies of the documents. The applicant must also provide a certified translation of the documents if it is in a language other than English or Spanish.

Applying by Mail

Please find downloadable applications on our website at www.MaricopaVitalRecords.com

1. Complete and sign an Application
2. Attach a clear photocopy of your current and valid government issued photo ID with your signature
3. Provide any additional factual documentation to prove relationship and or legal interest as required
4. Include the appropriate fee
5. Be certain to sign your Application and include a phone number if we need to call you for more information
6. Include a self-addressed stamped envelope

Applying Online through VitalChek

VitalChek is a third party company authorized by Maricopa County and the State of Arizona to offer this online Application option. To obtain information and instructions for ordering Arizona vital records, please review www.vitalchek.com

Eligibility Requirements

In Arizona, eligible applicants must prove their relationship to the person (Registrant) named on the death certificate and may also need to establish their legal interest in the request.

Examples of proving legal interest could include the applicant and the Decedent both being listed on property deeds or shared financial accounts, or the applicant being named as a beneficiary in a Will or Trust, for instance.

These requirements are in addition to providing a signed Application, clear copy of the applicant's valid government issued, signed, photo ID and the appropriate fee. *All documents submitted will be reviewed and verified prior to fulfillment of the request.

Eligible applicants and the information needed to apply in addition to the application requirements above:

Parent – The mother or father as listed on the decedent's death certificate may apply. If not listed, the parent must establish legal interest

Spouse – The Decedent's spouse must submit a certified copy of their official marriage certificate (church certificates and licenses are not acceptable) or must establish legal interest

Adult Brother/Sister – The adult sibling must submit proof of their relationship with the Decedent by providing a certified copy of applicant's birth certificate showing they share 1 parent in common with the Decedent or establish legal interest

Adult Child – This individual must be at least 18 years of age or provide a certified court order of their emancipation. They need to provide a certified copy of their personal birth certificate naming the Registrant as their parent or provide a certified copy of a Tribal Affidavit of Birth (photocopies of non-certified records are not valid). If the adult child was born after 1950 in Arizona, a search can be done to verify this relationship or prove their legal interest in the request

Grandparent – The grandparent must submit proof of their relationship with the Decedent such providing a certified copy of the grandparent's child's birth certificate (i.e. the Decedent's parent) or prove their legal interest in the request

Grandchild, Aunt, Uncle, First or Second Cousin – The grandchild, aunt, uncle, and first or second cousin must submit proof of their relationship with the Decedent such providing a certified birth or death certificates and/or a certified marriage certificate to establish direct lineage to the Decedent or prove their legal interest in the request

Non Family Member – An individual authorized by an eligible family member must submit a signed, notarized written notice from the eligible member with that member's proof of relationship to the Decedent, in addition to the other application requirements above

Attorney – The retained lawyer must represent an eligible family member of the Decedent and provide their proof of that relationship or represent an eligible person with their proof of legal interest. They must provide a notarized letter signed by the attorney on their business letterhead that includes the attorney's professional bar number. The letter must state clearly the reason for the record request and include the signed retainer agreement with the eligible family member

Government Agencies – These officials must provide a written request prepared on their agency letterhead stating the reason for the certified copy, include a copy of the documentation evidencing the need. The applicant must include a clear copy of their agency ID badge. Note, certain state agencies must apply directly to the State office

Non-Attorney Legal Interest – These applicants must provide documentation establishing clear legal interest to the Decedent. Examples include but are not limited to: Both the applicant and the Decedent named as joint property or title owners, shared financial accounts, the applicant is named beneficiary on Decedent's insurance policies, Will or Trust

Genealogy – Arizona is a closed records state and this means that an individual seeking a record that is not yet public must provide proof of their eligible relationship to the Decedent or provide legal or other vital interest. If the requested record is public, the applicant may apply to the State office

Funeral Director – A licensed funeral director may only apply on behalf of an eligible family member as defined above

Private Investigator – These individuals must provide documentation of their business relationship with an eligible applicant; include proof of relationship or legal interest with the Decedent in addition to meeting the application requirements listed above

Corrections to a Death Certificate

Corrections to an Arizona Death Certificate, other than to the medical information, must be requested by the informant or any immediate family member. The Informant is the person who provided all of the personal information for the Decedent's death record. This individual must provide proof of their relationship to the Decedent or factual documentation of their legal interest and submit a complete sworn Affidavit to Correct form. Examples of acceptable factual documents and downloadable forms may be found at www.MaricopaVitalRecords.com

If the correction involves an error that was made by the funeral home, they are responsible for providing a correction letter. The correction fee is waived. Applicants will be charged for additional certified copies of \$20.00 per copy. Upon verification, our office will issue certified copies within 10 business days from receipt of the accurate information and the completed, eligible Application.

Please visit our Central Phoenix office or our Mesa office only to speak in person with a Registrar. However, please call Monday through Friday from 8:00am to 4:30pm if you have additional questions or need assistance.

Additional Information and Resources

If you need a certified copy of a death certificate from another state you must contact the state in which the event occurred.

CERTIFIED COPY FEE

\$20.00

CORRECTION FEE

\$30.00

Accepted forms of payment:

*Money Order, Cashier's Check
Visa and MasterCard*

*Cash is only accepted
when paying in person*

**When paying by credit card, your
valid government ID is required**

Mailing address:

Maricopa County
Office of Vital Registration
PO BOX 2111
Phoenix AZ 85001

**For more information and
downloadable forms and applications:**

www.MaricopaVitalRecords.com

Thank you!



HOW TO APPLY FOR A CERTIFIED COPY OF AN ARIZONA DEATH CERTIFICATE

Four Locations to Serve You

Central Valley
3221 N. 16th St. Ste. 100
Phoenix, AZ 85016

North Valley
2423 W. Dunlap Ave., Ste. 110
Phoenix, AZ 85021

East Valley
4419 E. Main St. Ste. 105
Mesa, AZ 85205

West Valley
1850 N. 95th Ave. Ste. 182
Phoenix, AZ 85037

**8:00am - 4:30pm
Ph: 602-506-6805**

www.MaricopaVitalRecords.com